



UNITED STATES DISTRICT COURT

Southern District of California

San Diego, California

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www.casd.uscourts.gov

POSITION: Chief Deputy of Administration
SALARY: JSP 14 - 17 (\$131,889 - \$195,000)
Depending upon qualifications and experience
CLOSING DATE: Open until filled; Preference will be given to applications received by June 12, 2023
LOCATION: San Diego, California
VACANCY NO.: 23-21

Position Overview:

The United States District Court for the Southern District of California is seeking qualified candidates for the position of Chief Deputy of Administration. This is a professional, managerial position responsible for the day-to-day administration and supervision of the administrative sections of the Clerk's Office. The Chief Deputy of Administration reports to the Clerk of Court and manages various departments including Finance & Budget, Procurement, Interpreting Services, Human Resources, and other sections to be determined.

The United States District Court for the Southern District of California serves San Diego and Imperial Counties, with a population of more than three million people. The Clerk's Office is located in San Diego, CA, with a full-time office located in El Centro, CA. The Court is currently comprised of 13 district judgeships, 11 senior judges, 12 authorized full-time magistrate judgeships and 1 recalled magistrate judge. The Clerk's Office is staffed by 135 employees responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.

Representative Duties:

- Provides support, guidance, direction and assistance to managers and supervisors of units of assigned responsibility, including but not limited to Finance & Budget, Procurement, Interpreting Services, Human Resources, and other sections to be determined by the Clerk of Court.
- Supervises the reporting and accounting of all money received in and processed through the district including filing fees, fines and restitution payments, registry deposits, cash bonds, etc.
- Supervises preparation and submission of financial and budget reports relating to all aspects of the Court's fiscal operations, as well as various statistical reports required to reflect the workload of the Court.
- Interprets and applies the appropriate statutes, rules and operating procedures, including the *Guide to Judiciary Policy* and local internal policies and controls.
- Acts as certifying officer for dispersal of funds including payments of appropriated funds, under the direction of the Clerk.
- Supports and provides administrative input on matters impacting court operations and administration to the Clerk of Court.
- Coordinates preparation of the district's long-range space plan and maintains internal controls manual.
- Develops effective working relationships with judges, personnel at the Administrative Office, federal agencies, other courts and court units, attorneys, and the public to solve complex issues.
- Performs other duties and special projects as assigned.

Qualification Requirements:

Candidates must have a minimum of six years of progressively responsible administrative, professional, or other responsible work that provided an opportunity to gain: (i) a general knowledge of management practices and administrative processes, (ii) skill in dealing with others in person-to-person work relationships, and (iii) the ability to exercise mature judgment.

Additionally, three of the six years must be specialized experience that includes experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

A successful candidate should also possess the following:

- Highly organized leader possessing tact, good judgment, poise, and initiative.
- Excellent time management and ability to balance competing demands and workload responsibilities.
- Highly motivated with a strong work ethic and excellent oral and written communication skills.
- Ability to build relationships and work well with judges, chambers staff, and Clerk's Office staff.
- A performance history that demonstrates outstanding interpersonal, conflict resolution, project management, analytical and organizational leadership skills.
- Ability to travel to district offices, training seminars, or other locations as required.

Federal or state court operational and/or administration experience is highly desirable as is experience with court automation and technology.

The work in this position is performed in an office setting. This is not a full-time telework position.

For current Judiciary employees, promotion to or placement at the following levels requires the following:

- JSP-14 level requires one year of experience equivalent to the JSP-13 level for employees working in a position covered by the Judicial Salary Plan (JSP), or one year experience equivalent to the CL-29 for employees working in positions covered by the Court Personnel System (CPS).
- JSP-15 level requires one year of experience equivalent to the JSP-14 or CL-30 level.
- JSP-16 level requires one year of experience equivalent to the JSP-15 or CL-31 level.
- JSP-17 level requires one year of experience equivalent to the JSP-16 or CL-32 level.

Educational Requirements:

A bachelor's degree in business, criminal justice, management, behavioral science, political science, court or public administration, or related discipline appropriate to this position is required.

A graduate degree in law, public or business administration or court administration is preferred.

Required Clearances:

This position is classified as a high-sensitive position which requires the selected candidate to successfully complete a full background investigation with periodic updates every five years thereafter as a condition of employment.

As part of the application process, this position requires that applicants complete the "Optional Background Information" on Page 5 of the AO-78 Application Form.

Benefits:

Federal court employees are eligible for a full range of benefits that include 13-26 days of annual leave, 13 days of sick leave, 11 paid holidays per year, a flexible work schedule, immediate matching Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (i.e., health, life, disability, and long-term care), car-pooling options and a transportation subsidy. For more information about federal court benefits, please visit: <http://www.uscourts.gov/careers/benefits>.

How to Apply:

Qualified candidates must submit a cover letter, resume, a minimum of three references with contact information, and the AO-78 Application Form (available for download in the application portal). All application materials must be submitted at [CASD HR Application Portal](#). More information on career opportunities may also be found at www.casd.uscourts.gov.

**Preference will be given to applicants who submit application materials
before 4:30pm, Monday, June 12, 2023.**

Information for Applicants

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER